

21 Laboratory Testing Admin

21.1 Laboratory Testing Admin

The Laboratory Testing Admin screen (Figure 21-1) allows authorized users to update (i.e., add, delete and edit) the list of labs per service. This function was modified for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

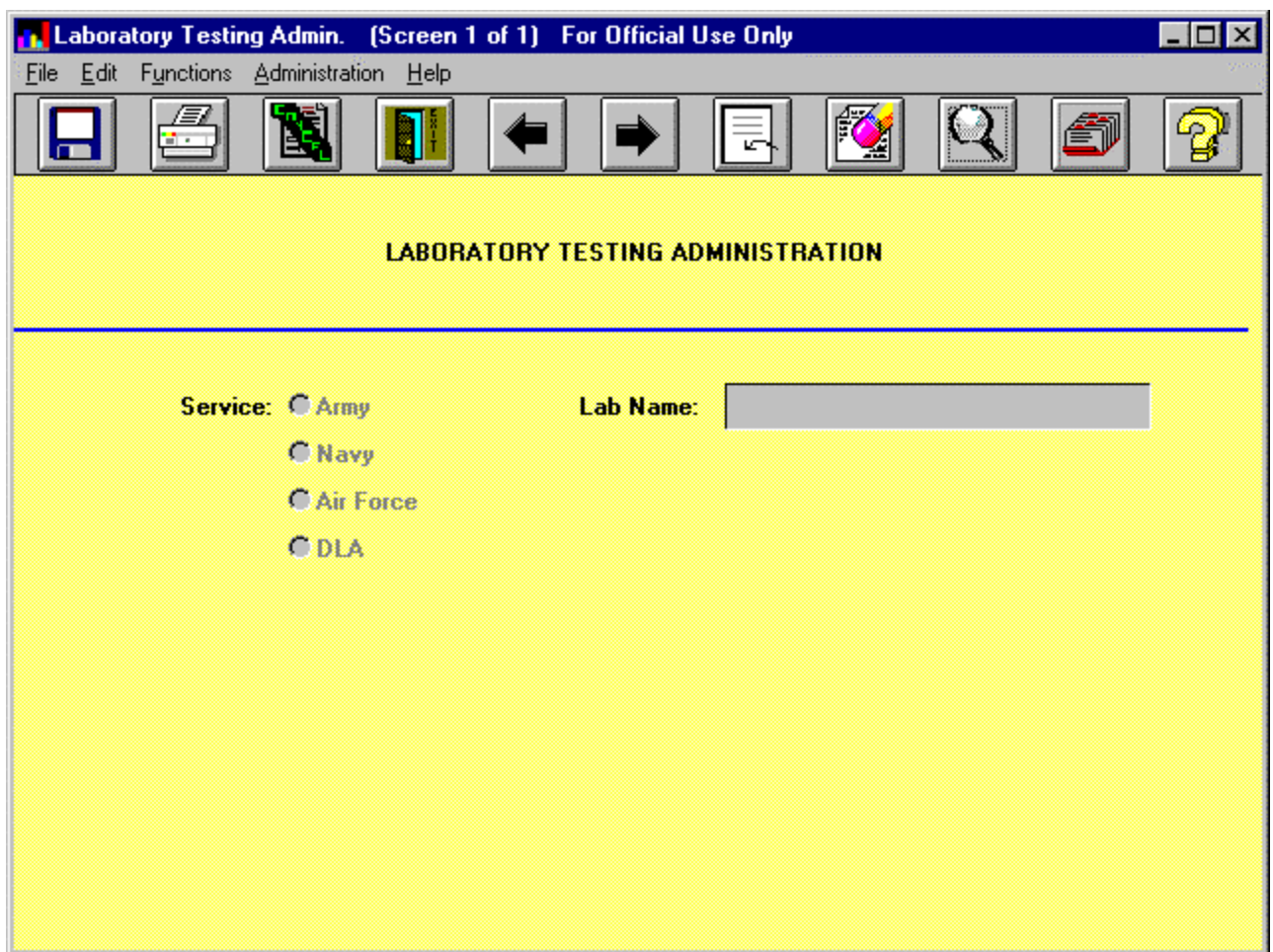


Figure 21-1 Laboratory Testing Admin Screen

21.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

21.1.2 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

21.1.3 To View or Edit Existing Record



Search
Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 21-2) appears.

Laboratory Testing Administration Search For Official Use Only

Service: ☒ Army ☐ Navy ☐ Air Force ☐ DLA

Lab Name:

Located:

CANCEL

Figure 21-2 Laboratory Testing Administration Search Pop-Up Window

2. Select the circle in front of the desired **Service**.
3. Click in or **Tab** to the **Lab Name** data box, then enter the desired **Lab Name** (up to 30 alphanumeric characters).

Note: The name you type must exactly match the name as it exists in the database.

4. Press **Tab** or **Enter**. The application searches for matching records. Matching records are displayed on the bottom of the Search window (Figure 21-3).

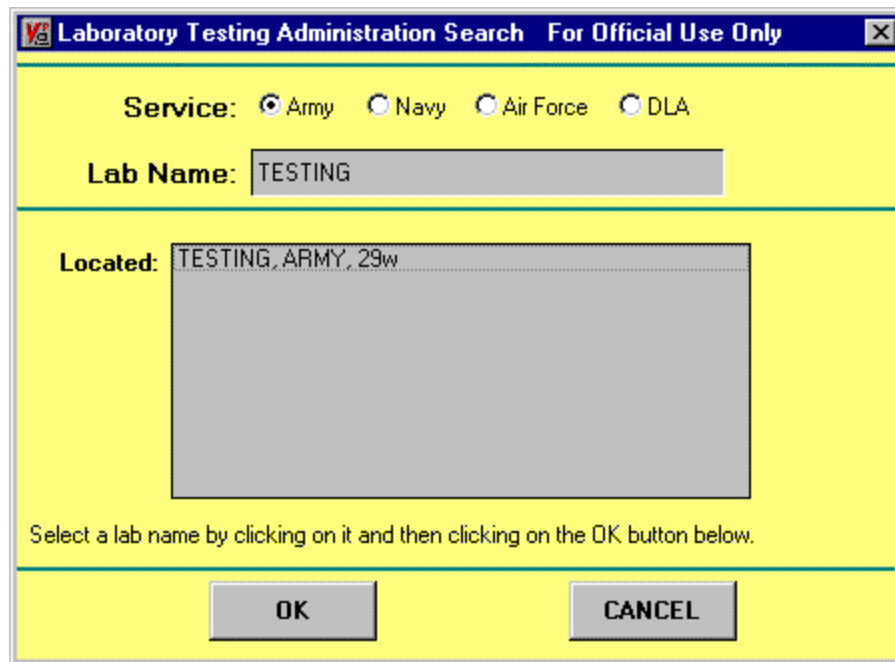


Figure 21-3 Laboratory Testing Administration Search Results Pop-Up Window

5. Select (click on) the one you want.
6. Click **OK**. Information associated with the record you selected is displayed on the Laboratory Testing Admin screen (Figure 21-5).
or
Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window (Figure 21-4) appears. Click **OK** to close which ever window appears. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

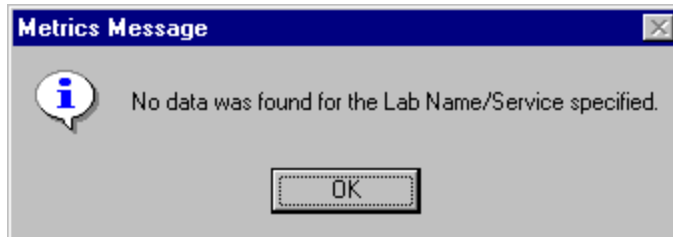


Figure 21-4 No Data Found Pop-Up Messages

21.2 Laboratory Testing Admin Screen 1 of 1

When the Laboratory Testing Admin screen opens, you can either insert a new record (Section 21.1.1) or search for an existing one to open (Section 21.1.3). The delete procedure is explained in Chapter 6.

The screenshot shows the 'Laboratory Testing Admin' window. The title bar reads 'Laboratory Testing Admin. (Screen 1 of 1) For Official Use Only'. The menu bar includes 'File', 'Edit', 'Functions', 'Administration', and 'Help'. The toolbar contains icons for file operations (Save, Print, Delete, Copy, Paste) and navigation (Back, Forward, Home, Search, Help). The main area has a yellow background with the title 'LABORATORY TESTING ADMINISTRATION'. Below this, there is a 'Service' section with radio buttons for 'Army', 'Navy', 'Air Force', and 'DLA'. A data box labeled '21.2.1.1' is next to the 'Service' label. To the right, there is a 'Lab Name' field with a data box labeled '21.2.1.2' and a text input field.

Figure 21-5 Laboratory Testing Admin Screen Fields
(Numbers in data boxes refer to section numbers.)

21.2.1 Fields for Laboratory Testing Admin Screen 1 of 1

21.2.1.1 Service

Select (click on) the circle in front of the desired service. This is a required field. If you attempt to save without selecting a service, an error message will appear.

21.2.1.2 Lab Name

Enter the name (up to 30 alphanumeric characters) of the lab to be associated with the indicated **Service** (21.2.1.1). This is a required field.